

January 10, 2008

## NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the grant-funded, part-time (50%) position of Administrative Officer (P1), Job Number 08-14. Position is open until filled and may be closed at any time.

### ADMINISTRATIVE OFFICER (P1)

#### **POSITION SUMMARY:**

**Grant-funded, part-time position (50% time).** Under supervision, incumbent will perform professional administrative work for the San Francisco Estuary Project, a cooperative environmental management program of ABAG, US EPA and the State of California.

#### **DUTIES INCLUDE:** (The examples may not cover all duties which may be performed)

- Project management support for grant-funded projects that assure compliance with funding agency requirements and ABAG budget and administrative policies
- Prepare project invoices and review backup documentation for completeness and accuracy
- Post and maintain Excel budget tracking spread sheets
- Inform Contract Manager if budget problem imminent
- Track and send deliverable due date reminders
- Review deliverables for completeness and compliance with guidelines
- Assist in preparing project/program reports and maintenance of project files
- Assist Estuary Project Director with administrative support as needed
- Assist with preparing grant applications
- Maintain Estuary Project data base
- Ability to take meeting notes and transcribe for management committee meetings and other project meetings

#### **QUALIFICATIONS:**

- Excellent communicator; both written and oral
- Basic accounting skills and knowledge of correct English usage
- Superior organization and time management skills
- Proficient with MS Word, Excel spreadsheets and graphs, and email
- Ability to facilitate coordination, manage numerous projects simultaneously, and keep track of ever-changing schedules
- Self-directed and able to work with minimal supervision
- Attention to detail and good interpersonal skills

Requires knowledge of principles and techniques of grants solicitation and application processes and management of awarded grants. General knowledge of planning and budgeting at state and local agencies, and/or non-profits.

### **EDUCATION AND EXPERIENCE:**

A Bachelor's degree or equivalent in business administration, public administration, project management, accounting, or related field. Course work in environmental science or related field desired. Minimum of two years recent experience (within last 5 years) providing support services to project managers at government agencies, private firms or environmental organizations. Familiarity with environmental issues and/or background in water quality issues is preferred.

### **ADDITIONAL INFORMATION**

Work location is at the San Francisco Bay Regional Water Quality Control Board in downtown Oakland.

### **COMPENSATION AND BENEFITS**

**Salary:** \$2,059 to \$2,471 per month (50% time)

**Pension:** Employer Paid PERS 2.5% @ 55

**Deferred Compensation:** STARS 457 Retirement Plan

**Health Plans:** Three HMO and two PPO Medical Plans, Dental Insurance, and VSP Vision. Out-of-pocket contribution may be required depending on selected coverage.

**Life Insurance:** ABAG Paid coverage equal to 2 times annual salary

**Other Benefits:** Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

**\*Vacation, Sick Leave, Holidays:** Competitive leave package including 11 paid holidays and 3 floating holidays annually. \*Part-time employees earn vacation, sick and holiday pay on a prorated basis.

### **APPLICATION AND SELECTION PROCESS**

Position is open until filled. Please submit a cover letter, resume and employment application to:

Association of Bay Area Governments  
Christina Fong – Human Resources Department  
P.O. Box 2050  
Oakland, CA 94604-2050

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT [www.abag.ca.gov/jobs.html](http://www.abag.ca.gov/jobs.html) OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG – H.R. 08-14, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.